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Commissioner

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**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** James A. Carder  
**DATE:** June 6, 2002  
**RE:** Travel Policy Changes Effective July 1, 2002

### **Travel Meals**

The current Travel Rule 3 allows employees to be reimbursed for travel expenses away from their official domicile. Under the new policy, to be effective July 1 beginning with the July expense reports, meals **will not** be reimbursed unless an employee is in travel status for a minimum of 12 hours.

The current Travel Rule 10 allows employees working in metropolitan areas to claim a noon meal in certain situations while traveling on state business, regardless of the location of their official domicile. Under the new policy, you must be in compliance with the 12 hour travel status requirement in order to qualify for reimbursement.

Employees claiming meals on their expense report that are not documented with overnight lodging, must note in the description column of the expense report "12 hour travel status."

### **Travel Outside the State by Privately-Owned Auto in Lieu of Air**

The current Travel Rule 17 limits reimbursement for out of state travel by privately-owned auto, to the state mileage allowance as long as it does not exceed the cost of the highest coach air fare to the same destination. The new travel policy limits reimbursement to the state mileage allowance plus any actual expenses which would have been allowed if taking air transportation. The total allowable expense cannot, however, exceed the reasonable coach air fare available at that time to the same destination.

JAC:GC:vs/gctravelpolicy